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## Job details

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<b>Bulletin Number</b>	30888BR
<b>Type of Recruitment</b>	Departmental Promotional Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	SENIOR DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR
<b>Exam Number</b>	21483C
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	01/17/2014
<b>Filing End Date</b>	01/31/2014
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3967.45
<b>Salary Maximum</b>	5203.27
<b>Position/Program Information</b>	Performs the more difficult and sensitive investigations and administration of conservatorships and guardianships, or the estates of decedents, conservatees, and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.
<b>Essential Job Functions</b>	<p>Conducts the more difficult and sensitive investigations of conservatorship and guardianship referrals or administers the more difficult and sensitive care management of conservatees and wards.</p> <p>Manages the larger and more complex estates of conservatees and wards.</p> <p>Reviews the treatment plans of conservatees and wards service providers and negotiates changes where necessary; coordinates the delivery of services between treatment providers and other agencies.</p> <p>Appears in court to give testimony on behalf of the</p>

	Public Guardian.
<b>Requirements</b>	<b>Selection Requirements:</b>  One year of experience in conservatorship, guardianship, or estate administration or investigation as a Deputy Public Conservator/Administrator II.*
<b>Physical Class</b>	Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	*To qualify, applicants must have County status in the class, as evidenced by holding or have held such payroll title. <b>NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.</b>  <b>Withhold Information:</b> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.
<b>Examination Content</b>	This examination will consist of two (2) parts.  Part I: An evaluation of training and experience based on application information weighted 50%.  Part II: An appraisal of Promotability (AP) weighted 50%. The AP is designed to measure knowledge and skills, verbal and written communication, adaptability, work habits and attitudes, problem solving, and personal and public relations.  Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.
<b>Special Information</b>	Appointees may be required to work any shift, including evenings, nights, weekends, or holidays.

<b>Vacancy Information</b>	The resulting eligible list for this examination will be used to fill vacancies in the Office of the Public Guardian.
<b>Eligibility Information</b>	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<b>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</b>
<b>Application and Filing Information</b>	<p><b><u>ONLINE FILING ONLY:</u></b></p> <p>Applicants must apply online by clicking on the tab above or below this bulletin that reads "Apply to Job," so you can apply online and track the status of your application and get notified of your progress by email.</p> <p>We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.</p> <p>All applicants <b>MUST</b> complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.</p> <p>Fill out your application. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</p> <p>All information is subject to verification.</p> <p>We may not accept your application at any time during selection process.</p> <p>Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.</p>
<b>County of Los Angeles Information</b>	<b>View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:</b>

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INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Carla Harris
<b>Department Contact Phone</b>	213-637-4596
<b>Department Contact Email</b>	charris@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2823
<b>Teletype Phone</b>	213-735-2922
<b>California Relay Services Phone</b>	213-735-2922
<b>Job Field</b>	Health Other
<b>Job Type</b>	All Others

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